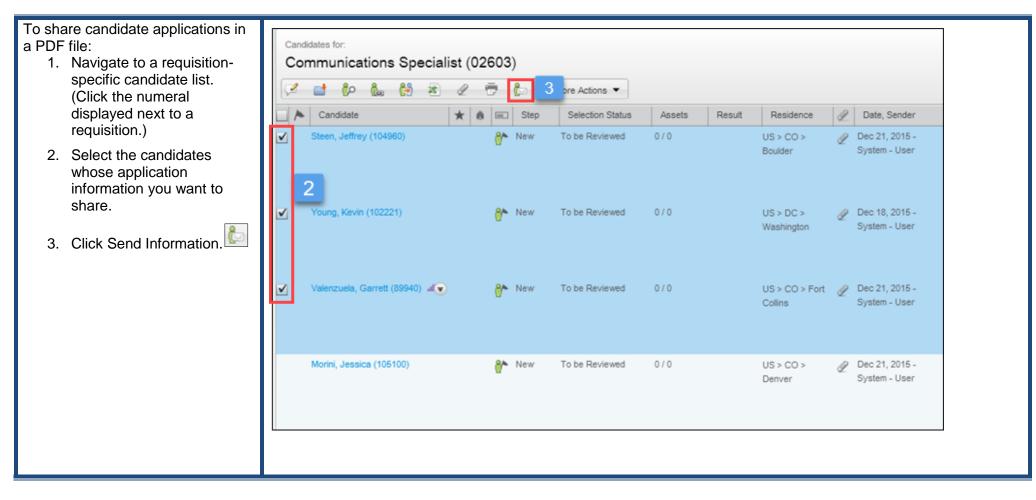


CU Careers: Quick Reference

Sharing Candidate Applications

Navigation Shortcut: Requisitions> Requisition-specific Candidate List

In order to share application-specific documents, candidates' files must be shared from within a specific requisition.



CU Careers QuickReference Guide

	Add recipients. Search for and select users from within the Quick Filters panel, or type email addresses of external recipients (non-CU employees).	Recipients Name Enal Honler, Tracy Konen Konen@ou.edu Shader, Bryin Ahlery bryin shader@ou.edu					
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6. Note: T to c th	Select the candidate information and application materials you would like to share. Click Share . The system sends an email to the selected recipients containing a link to a PDF file that can be downloaded and printed.	Share Candidate Options Insert page break after: Each secton Commonts Reset Preview	Section ✓ Job Submission ✓ Personal Information ✓ Profile ✓ Profile ✓ Screening ✓ Screening ✓ Attachments	on		Order 2 - V 4 - V Previous	Canosi